

TRANSPORTER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2219(4150)	Transporter I	12	445	6 mo.	07/30/85
4151	Transporter II	12	445	6 mo.	07/30/85

Promotional Line: 265

Series Narrative

Employees in this series provide non-professional care and related services to patients in health care facilities by moving the patients, their belongings, and/or medical equipment from location to location in or between facilities. Higher level Transporters assign, direct, and evaluate the work of lower level staff members and assist in the development, coordination, and planning of the orientation programs for lower level personnel.

Transporters typically:

--transport and/or accompany patients and their equipment to treatment units

--survey and take corrective action on supply needs

DESCRIPTIONS OF LEVELS OF WORK

Level I: Transporter I **2219(4150)**

Employees at this level perform patient assistance and maintenance duties under direct supervision of higher-level personnel.

A Transporter I typically –

1. transports and/or accompanies patients and their equipment (such as I.V. pole, IMED machine or oxygen tank) to treatment units using wheelchairs, stretchers, wheeled beds, or motorized carts; usually leaves patient at treatment unit and returns for patient when called; on occasion, may help lift patient onto treatment table if requested by nurse in charge
2. distributes hospital equipment (such as wheelchairs, stretch-a-beds, patient monitoring equipment, and/or other specialized equipment used to support patient care) throughout the facilities as required when transporting patients
3. delivers urine, blood, and other chemical specimens to the laboratories throughout the facilities as requested
4. monitors inventory of supplies (such as wheelchairs, stretchers, and carts)
5. may assist in totaling trip sheets and/or inventory counts

6. may assist in the preparation of written reports
7. performs related duties as assigned

Level II: Transporter II**4151**

An employee at this level supervises and coordinates the work of Transporter I's working under general supervision of higher-level personnel.

A Transporter II typically –

1. collaborates with supervisors, assesses transporting equipment and supply needs, and assigns work to Transporter I's; prepares daily assignment schedules to establish work priorities, based on patients' needs, available staff, and unit heads
2. participates in the selection, evaluation, and discipline of lower level Transporters (such as interviewing prospective employees after they have been screened by immediate supervisor; writing progress reports on subordinates; counseling subordinates on specific problems; and making recommendations for employment or termination of personnel)
3. tours facility periodically, covering assigned areas, to observe subordinates at work and to ensure that instructions are followed and safety rules are observed (such as the requirement that patients be transported slowly and on the correct side of the hall)
4. sets priorities for work of unit, deploying resources as needed (such as reassigning personnel from one unit to another when there is a personnel shortage)
5. formulates programs to improve unit operation and meet staff training needs; these programs are then discussed with supervisory and administrative staff
6. meets with personnel of other units (such as nursing staff) to discuss service needs and investigate complaints
7. trains Transporter I-s in proper use of patient-transport equipment; assists in arranging and conducting staff meetings to train and counsel employees and to hear their complaints
8. makes periodic reports on work activities, equipment needs, and personnel actions needed (such as new hires, transfers, promotions, and terminations)
9. makes written reports regarding personnel and/or predetermined trip schedules ("rounds") and makes recommendations to correct any problems
10. monitors subordinates' benefit records (such as vacation, sick leave, and hours worked)
11. maintains an awareness of union agreement and university rules and regulations regarding personnel action
12. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO**Level I: Transporter I****2219(4150)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. willingness to work with hospital patients and equipment
2. ability to transport hospital patients and equipment safely
3. ability to perform heavy lifting
4. ability to follow written and/or oral instructions
5. ability to maintain a courteous manner
6. ability to meet transport time schedules and modify as necessary
7. ability to add, subtract, multiply, and divide
8. ability to write legibly

Level II: Transporter II**4151**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of work experience-performing duties comparable to those listed at the Transporter I level.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to supervise and coordinate the work of others
2. ability to keep records and to write reports
3. ability to perform simple arithmetical computations
4. ability to communicate effectively with university staff members
5. ability to follow oral and written instructions
6. ability to work under stress

7. ability to maintain emotional control

Transporter I	Revised
Transporter II	Revised